

**Technology Customer Council Meeting  
Minutes of December 23, 2003**

**F i n a l**

Present: Steve Morris, Greg Wright, Leon Schwartz, Rich Jacobs, Marv Van Haaften, Joe Finnegan (on behalf of Steve Mosena), Scott Ruhnke (on behalf of Larry Murphy), Lee Tack, Gary Nichols, Carl Martin, Steve Gast (ex-officio), Jim Anderson (on behalf of Cindy Eisenhauer)

Absent: -----

Guests: John Gillispie, Judy Peters, Sharon Sperry, Diane Van Zante, Denise Sturm, Lorrie Tritch, JoAnn Naples, Mark Slatterly

Steve Morris, Vice Chair, called the meeting to order. It was noted that a quorum of members was present.

1. Review and Approve Minutes – Greg Wright moved, seconded by Rich Jacobs, approval of the December 16, 2003 meeting minutes. An oral vote was taken, approving the minutes as written.
2. Follow-up on Issues from December 16 Meeting – Denise Sturm. Council members took a moment to review the “response to questions on HRIS/IFAS.” Denise indicated that she had made three adjustments to the financial summary: a) changed the divisor to 1<sup>st</sup> quarter FY 2004 full time and part time permanent positions, b) deleted the FTE count for ITE as ITE would not be billing itself, c) delineated the actual amounts identified as RACF ID expenses.

A question arose about ITE being deleted from the count, in light of the original premise that all users of the HRIS/IFAS system would be included. Council members discussed the pros and cons of including ITE. IFAS and HRIS are currently funded by the general fund. In FY05, the intent is that funds will be distributed to DAS rather than the agencies. On a one-time basis, DAS will distribute the money back to the agencies, giving them the ability to pay for the two new utilities. The calculation of that distribution is totally separate from HRIS/IFAS rate setting. Leon Schwartz moved, seconded by Jim Anderson, the inclusion of ITE’s FTE count and costs in the divisor calculation. A vote on the motion was taken by show of hands. Those voting in favor were Carl Martin, Leon Schwartz, Marv Van Haaften, and Jim Anderson. Those opposed to the motion were Steve Morris, Rich Jacobs, Joe Finnegan, Lee Tack, and Gary Nichols. The motion was defeated. Calculation of the divisor remained as presented, without ITE positions.

3. Finalize Rates for IFAS/HRIS - The motion tentatively passed at the December 16 meeting reads as follows:

*HRIS and IFAS rates will be calculated based upon total HRIS expenses of \$884,545.18 and total IFAS expenses of \$471,634.65, as provided by the Department of Administrative Services, Information Technology Enterprise. The divisor used in the rate*

*calculation will be based upon a combination of full time permanent and part time permanent employees in each agency, using counts from the first quarter of FY2004 as a baseline. Counts presented by ITE on 12/16/03 are subject to adjustment and verification by DAS-HRE. The rate will be fixed for one year, correlating to the period of FY2005. The rate presented will be per person, per month, and will be billed monthly. If there is a realignment of staff within state government, which results in personnel moving from one agency to another, ITE will adjust its billing process accordingly.*

Rich Jacobs moved that the motion be amended by adding the words “excluding staff of ITE” immediately after “in each agency” (in the second sentence). Lee Tack seconded Rich’s motion. Steve Morris asked if there was any further discussion. Hearing none, Steve called for an oral vote. Note: Greg Wright was called away temporarily, so did not participate in this vote. The motion to amend passed unanimously.

*HRIS and IFAS rates will be calculated based upon total HRIS expenses of \$884,545.18 and total IFAS expenses of \$471,634.65, as provided by the Department of Administrative Services, Information Technology Enterprise. The divisor used in the rate calculation will be based upon a combination of full time permanent and part time permanent employees in each agency, **excluding staff of ITE**, using counts from the first quarter of FY2004 as a baseline. Counts presented by ITE on 12/16/03 are subject to adjustment and verification by DAS-HRE. The rate will be fixed for one year, correlating to the period of FY2005. The rate presented will be per person, per month, and will be billed monthly. If there is a realignment of staff within state government, which results in personnel moving from one agency to another, ITE will adjust its billing process accordingly.*

Rich Jacobs moved, seconded by Joe Finnegan, approval of the amended motion. An oral vote was taken; the amended motion carried unanimously. Note: Greg Wright was called away temporarily, so did not participate in this vote.

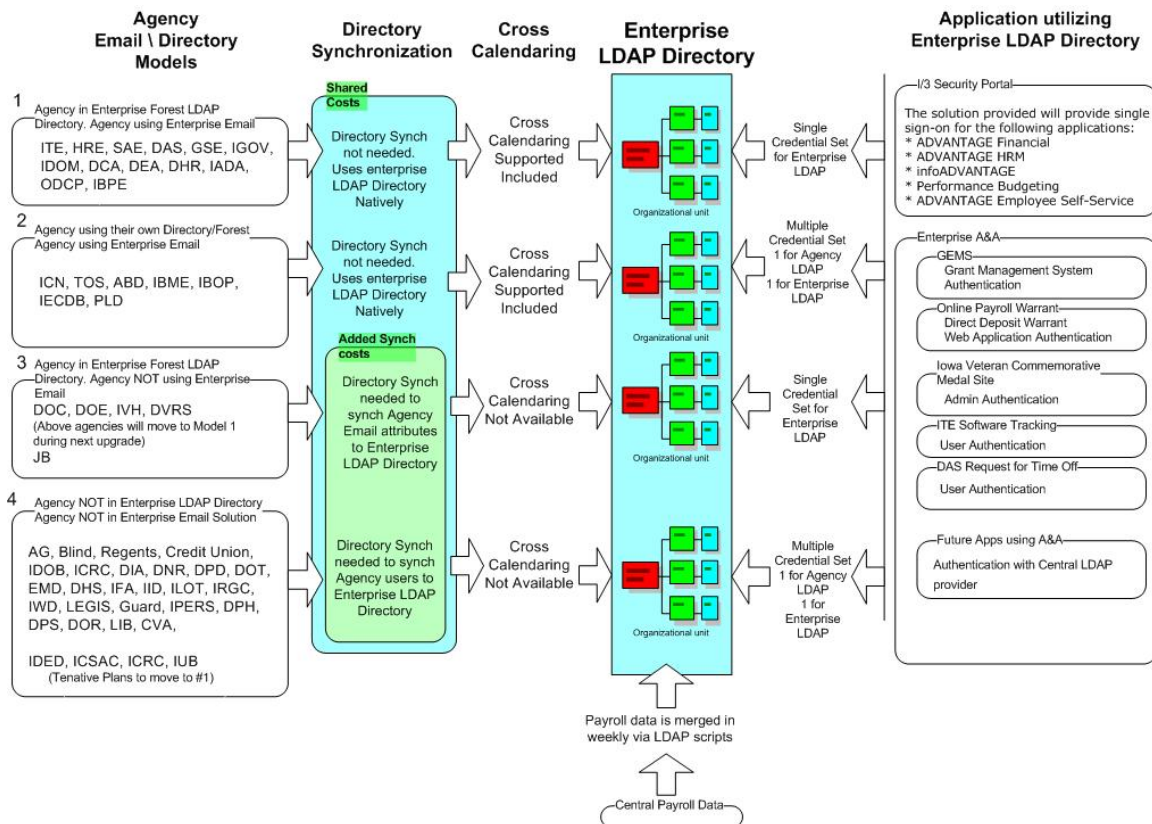
4. Discuss Common Directory and Cross-Calendaring Rate Methodologies – John Gillispie. John stated that the CIO Council was trying to resolve two issues: a) creating a definitive source of information for all employees in the executive branch, and b) developing an enterprise directory to facilitate authentication and authorization. John outlined four current agency E-Mail/Directory Models:

Box 1: Agency in Enterprise LDAP Directory/Forest; Agency Participates in Enterprise E-Mail

Box 2: Agency using their own Directory/Forest; Agency Participates in Enterprise E-Mail

Box 3: Agency in Enterprise LDAP Directory/Forest; Agency Does NOT Participate in Enterprise E-Mail

Box 4: Agency NOT in Enterprise LDAP Directory/Forest; Agency Does NOT Participate in Enterprise E-Mail Solution



This solution costs less than the Hub, and requires no new software. At present, the majority of staff time dedicated to the Hub is spent cleaning up distribution lists. It has not yet been determined whether the common directory will be available to external users. Action sought today is approval of the model (as shown) and a rate methodology, as final approval will be sought at the January 6 meeting.

Lee Tack moved, seconded by Jim Anderson, approval of the model, as presented. An oral vote was taken, resulting in unanimous passage.

John clarified that cross calendaring is only available to Exchange 2000 customers. So, one rate does cover both Common Directory and Cross Calendaring. Agencies moving to Exchange 2000 or above must move to box 1 or 2.

A question was posed whether approval of the model included acceptance of the fact that agencies must move to box 2. Yes, anyone with Exchange 2000 or above must move to box 1 or 2.

This utility is currently not funded by a general fund appropriation, so there will not be a distribution of funds, as is planned for HRIS/IFAS.

Rich Jacobs asked that the council consider having ITE be responsible for communicating this information to the agencies. A clear definition of the service would be beneficial, as well as a definition of cross calendaring. Explain what the Hub currently does today and what additional functionality there will be. It is important for agencies to realize that they can stay at levels 3 and 4, in which case they will stay at 79 cents per person, but will not have cross calendaring. If cross calendaring is desired, an agency must move to Exchange 2000 (box 1 or 2), however ITE is not mandating that an agency move to Exchange.

Are non-Executive Branch agencies going to participate? The Judicial Branch is not required to be part of the Active Directory, but has chosen to do so.

The proposed rate is 79 cents/person/month. The expectation is that everyone would participate in common directory, but if an agency were in box 3 or 4, they would not have automatic access to the common calendaring feature.

Leon Schwartz moved, seconded by Marv Van Haaften, tentative approval of the following motion, pending solicitation of feedback from partner agencies:

*A combined FY05 rate for common directory and cross calendaring based upon total ITE Utility Service Expenses of \$204,800.39, divided by the same permanent position factor that was used for HRIS and IFAS.*

An oral vote was taken, with the majority indicating approval. Scott Ruhnke cast an opposing vote.

This is a one-year rate, which will be revisited in June 2004 for FY06.

5. Additional Utility Services – Cost Information from ITE. No other information at this time.
6. Next Steps for Council Members and Other Discussion – The next meeting is January 6. In the interim, ITE will compile the requested information and distribute it to council members and council members will in turn contact their partner agencies to discuss common directory and cross calendaring.

The council moved to adjourn the meeting. The meeting adjourned at 2:30 p.m.